



Middle Department Inspection Agency
3901 Hartzdale Drive, Suite 112, Camp Hill, PA 17011
717.761.5340

Dear Applicant

Here is the information you will need to acquire permits for Butler Township.

1. Determine if a Land Development Plan is required to be approved by the Township. See the 'Land Development Plan Guidelines' to determine your requirements and Township Board of Supervisors approvals necessary to continue your application process.
2. Completely fill out a Stormwater Management Worksheet and follow instructions accordingly. Upon completion and determination of your Level of compliance (exemption OR designed plan), submit all completed worksheets and/or required Stormwater Management Design plans to the Township
3. Completely fill out the Adams County Conservation District (ACCD) form and follow the proper guidelines noted. If you say yes to #3, you will need to provide this plan along with this form. If a NPDES plan is required, please provide a copy of your approval. Otherwise just bring this paperwork with you to the township to sign off on at the time of your permit pick up. Send a copy of the ACCD completed form to their office; the address is on the form.
4. If your project includes well drilling or driveway, please complete the permit applications and make payments directly to the township. If your project requires a septic system, KPI-Sewage Enforcement Officer can assist with that application and permitting process.
5. When Land Development Plans and/or Stormwater Management Plans have been reviewed and approved, the next step is applying for a Zoning Permit. Completely fill out the Zoning Application and provide a detailed site plan of your entire property. The site plan must be to scale or provide a survey site plan. Please provide a copy of a Well, Sewer, and Driveway Permits if applicable for your project with the completed zoning application. The applicant must provide payment at the time of submitting the application. Zoning approval is **REQUIRED** before applying for your building permit.
6. Completely fill out a Building Permit application (MDIA form) and provide **two** detailed sets of drawings of the structure to be completed. A cross section and floor plans are needed for a building permit plan review. A copy of the Worker's Compensation Insurance Coverage Information must be supplied by your contractor and submitted to the Township at the time of applying for a building permit. Drop off all information at the Township office or inquire about making your submissions electronically with scanned documents to MDIA & Butler Township.
7. Building Permit applications will be returned to the Township for pick up. At the time of pick up, two payments will be required: 1. Butler Township fees and 2. MDIA fees for review, inspections and fees.
8. Upon receiving your approved construction plans and permit placard, the contractor or homeowner is responsible for submitting a Property Improvement Certification Form with payment and a copy of the building Permit to the Adams County Courthouse – Tax Services Department within 10 days.
9. All construction inspections shall be scheduled by the homeowner or homeowner's agent (contractor) 24 hours in advance by contacting James Zerfing at 717-873-7442.

Thank You
Butler Township
Office: 717-677-6712
butlertwp@comcast.net

James Zerfing, MDIA
Cell: 717-873-7442
jameszerfing@mdia.us

Michael Hartman BCO, MDIA
Cell: 717-873-7441
michaelhartman@mdia.us